



USAID | SOUTHERN AFRICA

Issuance Date: May 21, 2007

Closing Date: June 21, 2007

Closing Time: 16:00 Hours, Gaborone, Botswana and Lilongwe, Malawi Time

To: TASC 3 IQC Contract Holders

Contractor	Email Address
Abt. Associates	TASC3@abtassoc.com
AED	TASC3@aed.org
CAMRIS	TASC3@CAMRISinternational.com
Chemonics	TASC3@chemonics.com
EMG	TASC3@emergingmarketsgroup.com
FHI	TASC3@fhi.org
Initiatives	TASC3@initiativesinc.com
JSI	TASC3@JSI.com
Manoff	TASC3@manoffgroup.com
MSCI	TASC3@mscionline.com
MSH	TASC3@msh.org
PATH	TASC3GH@path.org
Pop Council	TASC3@popcouncil.org
RTI	TASC3@rti.org
URC	TASC3@urc-chs
USAID/Washington Team	TASC3@usaid.gov

Regional Center for Southern Africa

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Tel: +267 392 4449
Fax: +267 392 4404
<http://usaid-rcsa.org>

Subject: Request for Task Order Proposal (RFTOP): USAID/Malawi -
“Community Based Family Planning (FP) and HIV/AIDS Services”

Dear Sir/Madam:

The United States Agency for International Development Mission to Malawi (USAID/Malawi) requests proposals for a Task Order that will have an estimated budget ceiling of US\$7,700,000 under the TASC 3 Indefinite Quantity Contract (IQC). Please find attached a Statement of Work (SOW) for the proposed task order. Please submit a proposal for accomplishing the tasks indicated in the SOW.

In order to facilitate the process of the resulting task order, please provide the following:

1. Certification and Disclosure Regarding Payments to influence Certain Federal Transactions (copy attached); - Annex 1;
2. Disclosure of Lobbying Activities in accordance with the contract clause entitled "Limitation in Payments to Influence Certain Federal Transactions" (FAR52.203-11) (copy attached); - Annex 2;
3. Certification regarding a Drug-Free workplace; - Annex 3;
4. A description of the relationship between your organization and the proposed personnel including a certification as to whether the individual is a full-time employee, intermittent employee, or a consultant;
5. A Certification that the proposed personnel were not suggested or requested by USAID;
6. A Certification of salary for all Locally-Hired Personnel or Other Non-U.S. Expatriates in the following form;

I/We certify that the unburdened daily rates proposed herein are based on actual salaries or fees, which the proposed personnel will receive for each day of service covered by this proposal.

(Signature)

(Typed or Printed name)

Title

Date

The Government contemplates one award of a Time and Materials (T&M) Type Task Order resulting from this RFTOP.

Any information given to a prospective offeror concerning this RFTOP will be furnished promptly to all other prospective offerors as an amendment to this RFTOP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

Questions concerning this RFTOP must be in writing and must be submitted to Ms. Nyembezi Mfuné via e-mail at nmfune@usaid.gov, and courtesy copy to Waymon Carroll via e-mail at wcarroll@usaid.gov, no later than 10:00 Hours Gaborone, Botswana and Lilongwe, Malawi Time on **May 30, 2007**.

Proposals shall be submitted as follows:

Electronic copies of the technical and cost/business proposals should be in MS Word format, and Excel for any spreadsheets in the cost proposal. Only proposals submitted to the individuals identified below and received by the closing date and time will be accepted.

USAID will not be responsible for any errors in the transmission of electronic copies. Hard copies of technical and cost proposals should be sealed in separate envelopes and submitted immediately after submission of electronic copies.

Offerors shall submit an original and one copy of the cost proposal, and an original and five (5) copies of the technical proposal to the following:

A hard copy of a cost/business proposal must be sent via courier to:

Ms. Nyembezi Mfuné/Mr. Waymon Carroll
USAID/Malawi
NICO House
City Center
Lilongwe
Malawi

An electronic version of the cost proposal must be sent to Nyembezi Mfuné at nmfune@usaid.gov, with a copy to wcarroll@usaid.gov.

Five hard copies of the technical proposal must be sent via courier to:

Ms. Nyembezi Mfuné
USAID/Malawi
NICO House
City Center
Lilongwe
Malawi

An electronic version of the technical proposal must be sent to Nyembezi Mfuné at [nmfuné@usaid.gov](mailto:nmfune@usaid.gov), with a copy to wcarroll@usaid.gov.

This letter in no way obligates USAID to award the proposed task order, nor does it commit USAID to pay any cost incurred in the preparation and submission of the requested information.

Sincerely,

/s/

WAYMON A. CARROLL
Regional Contracting Officer

Attachments: a/s